

LAST REVISED DATE: 02/11/2015

General Information

Task	Process Information
Creating a PO (Purchase Order) Receipt Voucher	<p>A voucher that is entered with PO Receipt information (i.e., voucher entry for PO goods/services received in GEARS).</p> <p>NOTE: It is recommended that you create only <u>one</u> voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.</p>

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:

<http://mdcourts.gov/gears/forms.html>

Review Vendors

Search Criteria

*SetID: SHARE
Name: Equal to
Withholding Name: Equal to
Vendor Status:
Address: Equal to
Customer Number:
ID Type: Tax Identification Number
VAT Registration ID:
Withholding Tax ID:
Vendor ID:
ShortName: Equal to
Classification:
Type:
Persistence:
City:
Country:
State:
Postal:
Bank Account #:
Search Clear

Search Results

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000009385	THE ABUNDANCE CATERING COMPANY	THEABUNDAN-001	9 VERNON AVE	GLEN BURNIE	MD	USA	Active

GEARS Navigation


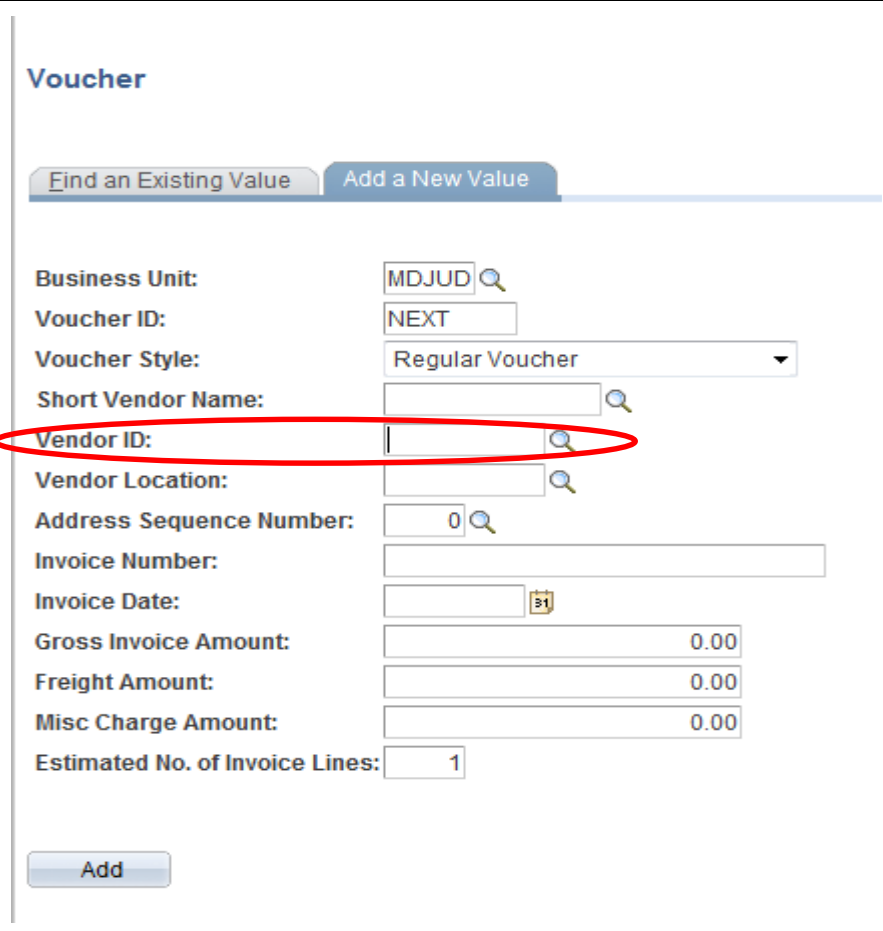

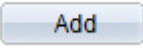
Accounts Payable > Vouchers >
Add/Update > Regular Entry

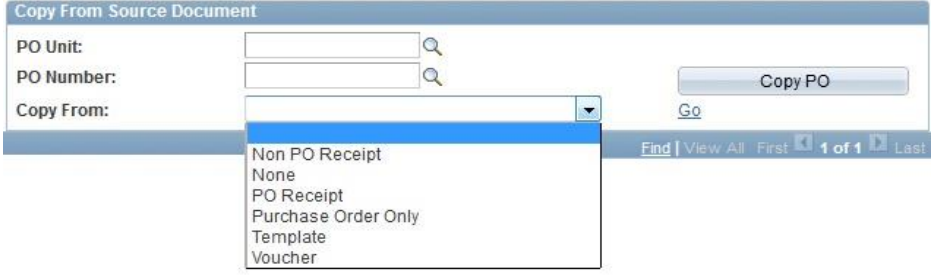
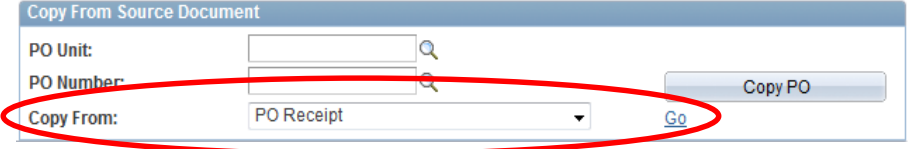



ORACLE

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab	
2.	Select / Enter Vendor ID (as found in "Before you Begin" at the top of this document).	
3.	Enter	
4.	Click the  button.	

5.	<p>On the Invoice Information tab – Copy From Source Document.</p>	<p>Select “PO Receipt” from the “Copy From:” dropdown list and then click the Go hyperlink to the right.</p>  
6.	<p>On the Copy Worksheet screen</p>	<p>Receipt Unit: <input type="text"/> </p> <p>Receipt Number From: <input type="text"/> </p> <hr/> <p> You can search for the receipt’s business unit and number by selecting the magnifying glass.</p> <p>NOTE: It is recommended that you create only <u>one</u> voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.</p>
7.	<p>Click the Search button.</p>	
8.	<p>On the Select Receiver Lines Main Information tab</p>	<p>Select the checkbox <input checked="" type="checkbox"/> for the retrieved receipt.</p>
9.	<p>Click the Copy Selected Lines button.</p>	

10.

On the **Invoice Information** tab – enter the following information.

- **NOTE:** the Invoice and Distribution line information has carried over from the PO Receipt.
- **Attachments** – Be sure to attach a copy of your invoice.

Vendor ID: VNDR-0023 LOGO COMPANY [Session Defaults](#)
 ShortName: 555784589-004 589 NORTH MAIN STREET [Attachments \(0\)](#)
 Location: 004 SUITE 600 [Comments \(0\)](#)
 *Address: 1 PHOENIX, AZ 20089

[Advanced Vendor Search](#)

Invoice Lines: 1700.00 *Pay Terms: NET00 Due Now
 *Currency: USD Basis Date type: Acct Date
 Miscellaneous: [Non Merchandise Summary](#)
 Freight: [Print Invoice](#)

Total: 1,700.00

Difference: 0.00

[Calculate](#)

Invoice & Distribution info copied from Receipt

Copy From Source Document

PO Unit: [Copy PO](#)
 PO Number: [Go](#)
 Copy From: None

Invoice Lines Find | View All | First | 1 of 1 | Last

Line: Item: 982-27SHRED01 UOM: EA Quantity: 1.0000
 *Distribute by: Quantity Unit Price: 1,700.00000 Line Amount: 1,700.00 [Force Price](#)
 Ship To: AOC-COPS Description: Document Shredding Services [One Asset](#)
 SpeedChart: [Calculate](#)

[Purchase Order & Receiver Info](#) [Override PO Pct.](#)
[Associate Receiver\(s\)](#) [Allocate by Pct.](#)

*** Distribution Lines** Personalize | Find | View All | First | 1 of 1 | Last




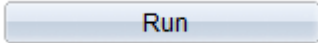
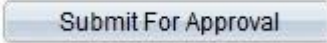
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Batch Agy	Fund	Dept
+	1	100.0000	100.0000	1,700.00	1.0000	MDJUT	0908		C25	3037	

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

11.



Save the voucher by clicking the [Save](#) button.

12.	<div></div> <div>Confirm your voucher is saved.</div>	<div><div><div><div>1. You have (3) new tabs. (Summary, Related Documents and Error Summary).</div><div>2. You have an (8) digit Voucher ID.</div><div>3. You have “Actions” in your drop down box.</div></div><div></div></div></div>
13.	<div></div> <div>Run your actions.</div>	<div><div>Select the “Match, DocTol, Bdgt” action,</div><div><div><div>Action:</div><div><div>Budget Checking</div><div>Journal Generate</div><div>Match, Doc Tol, Bdgt</div><div>Matching</div><div>Voucher Post</div></div></div></div><div>and then click </div><div><div>NOTE: If you have already run the “Match, Doc Tol, Bdgt” Action on a voucher and it results in an exception, please resolve the exception and then re-run <u>only</u> the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.</div><div>For example, you run the “Match, Doc Tol, Bdgt” action, and get Budget Exceptions, though Matching and Doc Tolerance are valid. Resolve the budget issue and then re-run only the “Budget Checking” action.</div></div></div>
14.	<div>Click  to submit voucher for approval.</div> <div>NOTE: Upon a “Valid” budget check, the Submit for Approval” button will become active on the “Invoice Information” tab.</div>	



Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.